

# Milpitas Rotary Club 1

May 28, 2003

Mr. Thomas J. Wilson, City Manager  
City Of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035

Subject: Application For Entertainment Event Permit  
Fourth Of July Serra Street Faire

Mr. Wilson,

The Milpitas Rotary Club, in cooperation with the recently formed Milpitas Downtown Association, proudly presents this application for an Entertainment Event Permit for our proposed Fourth Of July Serra Street Faire. We are proposing a street fair on Serra Way adjacent to Main Street immediately following the City's Fourth Of July Parade that will include food, non-alcoholic beverages, vendors, kids entertainment, displays from several community groups, and musical entertainment. This is a new event that will be separate from the City-sponsored Fourth Of July Parade but will complement the City's efforts and enhance the Fourth Of July experience for our residents. We believe this will become an annual event that will be a source of pride for our citizens and the downtown business owners. Further, it will initiate a renewed focus on Downtown as a local destination and will be a first step in restoring Downtown as the heart of the City.

Although fund-raising will be a component of our efforts, it is not the focus of the event. It is our intention to include as many community groups as possible; those expressing interest to date include Milpitas Lions, Indian Community Center, YMCA, local Girl Scout and Boy Scout Troops, and Sunnyhills Neighborhood Association. Any money raised by Rotary will be used to sponsor our local programs and our international Polio eradication program. Any money raised by the Milpitas Downtown Association will be used to fund our substantial setup costs. As you are aware, last year's parade was very well received but there was no effort to keep the parade observers and participants in the area afterwards. In this regard, this will be a truly community event that will positively influence the Milpitas Citizens' attitudes toward future parades and celebrations. This is even more important when we consider the upcoming events being planned to celebrate the City of Milpitas' 50<sup>th</sup> Birthday next year.

Please approve this application. In addition, please consider the following requests that would allow this project to be feasible:

- Waive all City fees for this event.
- Provide the City-owned stage and seating for 200 people at no cost.
- Provide City Police and Fire support personnel as required for security, fire safety, and first aid at no cost.

Thank you for your consideration. We appreciate your support.

A handwritten signature in cursive script, reading "Donald R. Peoples".

Donald R. Peoples  
Board Member of the Milpitas Rotary Club  
Acting President of the Milpitas Downtown Association

Rotary International

CITY OF MILPITAS  
455 E. CALAVERAS BOULEVARD  
MILPITAS, CA 95035

ENTERTAINMENT EVENT PERMIT  
(Chapter 5, Title III, Milpitas Municipal Code)

1. Applicant, all sponsors and promoters of the event and all proprietary owners, partners and officers and directors of Applicant and said sponsors and promoters:

Name	Business Address	Business Phone
Milpitas Rotary Club	352A S. Main St. Milpitas	(408) 957-9229
Milpitas Downtown Association		
Don Peoples	(Use separate sheet for additional names)	

2. Proposed location of event: SERRA WAY ADJACENT TO MAIN STREET

3. All owners of real property where event is proposed to be held:

Name	Address
OLA HASSAN	167 & 187 South Main St. Milpitas CA
JERRY GLASS	151 South Main St. Milpitas CA
City of Milpitas	(Serra Way)

(Use additional sheet if necessary)

4. Dates and hours of event: JULY 4, 2003 12 noon to 5 PM

5. Nature and type of performance at event: JAZZ BAND

6. Intended performers:

Name	Address	Nature of Participation
Milpitas High School Jazz Band		Live Jazz Music Performance
Sheryl Scales & Mr. B	Jazz Ensemble	Live Jazz Music Performance
	187 S. Main St. Milpitas CA 95035	

(Use separate sheet for additional names)

7. Estimated number of: Spectators \_\_\_\_\_ Participants 100 Others \_\_\_\_\_  
Attendance each day 2000 Basis for estimate City expects 3000 people at parade  
We estimate 50% will attend street

8. Method for determining number in actual attendance: 3000 people at parade  $(\times \frac{2}{3}) = 2000$  people

9. Proposed facilities for furnishing drinking water (justify adequacy): Non-alcoholic drinks will be sold.

10. Proposed sanitary facilities (justify adequacy): City is providing portable toilets for parade attendees. We are not expecting to provide additional

11. Description of real property on which event will be conducted (justify adequacy): Serra Way  
Ola's Parking lot, & Dr. Glass' Parking lot
12. Description of parking facilities, parking attendants at entrance, exits and in area (justify adequacy):  
Parade attendees will already be parked.
13. Description of interior access ways (attach map or diagram and justify adequacy): N/A
14. Description of composition and construction of structure, seating arrangements and supports and justification of adequacy: City owned stage folding chairs in  
parking lot.
15. Description of availability and location of ambulances, fire, police and other emergency vehicles: City to provide
16. Description of interior private police protection proposed (justify adequacy): N/A
17. Description of provision for fire safety (justify adequacy): City to provide.
18. Location, nature and type of medical and first aid facilities (justify adequacy): City to provide
19. Description of proposed electrical wiring, lighting and location of all light standards and electrical switches:  
None required except @ stage (power to be provided by adjacent bldg)
20. Description of manner of acquiring, handling, preparing and disposing of food, drink, confectionery and condiment and all substance and ingredients used in their preparation: Private Vendors will  
receive County inspection & permits
21. Manner of cleanup of the premises during and after the conclusion of the entertainment event and for the removal of garbage, refuse and waste: We will provide additional garbage  
cans and we will cleanup afterwards
22. Additional information which may be helpful in processing your permit: The Street will  
already be closed for parade. We ask that street closure  
be extended from 8am to 7pm to accommodate setup  
and cleanup.

I declare under penalty of perjury that the above statements and any accompanying statements and documents have been examined by me and are true and correct. I have read Chapter 5, Title III of the Milpitas Municipal Code and agree to comply with the provisions of said Chapter 5, Title III, the permit, the conditions thereof and the laws of the City and State.

Executed at Milpitas, California, on June 9, to 2003

Signed: Dell R. Reppel

Title: Rotary Board member

Received by \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_

<u>*FOR</u> <u>ACTION</u>	<u>APPROVED</u>	<u>DISAPPROVED</u>	<u>DEPARTMENT</u>	<u>BY</u>	<u>DATE</u>
_____	_____	_____	<u>Planning</u>	_____	_____
_____	_____	_____	<u>Building</u>	_____	_____
_____	_____	_____	<u>Health</u>	_____	_____
_____	_____	_____	<u>Fire Marshal</u>	_____	_____
_____	_____	_____	<u>Police</u>	_____	_____
_____	_____	_____	<u>City Manager</u>	_____	_____
_____	_____	_____	<u>City Council</u>	_____	_____

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May 20, 2003

Milpitas Downtown Association  
529 South Main Street  
Milpitas, CA 95035

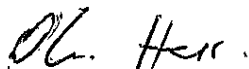
Attention: Mr. Don Peoples

Subject: Permission To Use Property For Your Event  
Fourth Of July Serra Street Fair

To whom it may concern,

I am the owner of the property known as Ola's Corner located at 167 South Main Street on the southwest corner of Main Street and Serra Way. I support your efforts to engage the public and promote the downtown area. I give my permission for the Milpitas Downtown Association and Milpitas Rotary Club to use my exterior property on the Fourth Of July (2003) for any activities related to the planned Serra Street Fair. I understand the event will take place from 12:30 pm to 5 pm with setup starting at 8 am and tear-down sometime after the event. I support this effort fully and look forward to working with you on this event.

Thank you,

A handwritten signature in black ink, appearing to read "Ola Hassan".

Mr. Ola Hassan

May 20, 2003

Milpitas Downtown Association  
529 South Main Street  
Milpitas, CA 95035

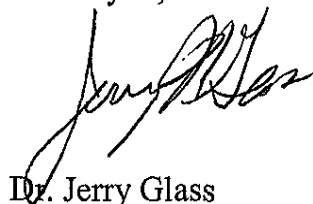
Attention: Mr. Don Peoples

Subject: Permission To Use Property For Your Event  
Fourth Of July Serra Street Faire

To whom it may concern,

I am the legal owner of the property located at 151 South Main Street on the northwest corner of Main Street and Serra Way. I support your efforts to engage the public and promote the downtown area. I give my permission for the Milpitas Downtown Association and Milpitas Rotary Club to use my exterior property on the Fourth Of July (2003) for any activities related to the planned Serra Street Faire. I understand the event will take place from 12:30 pm to 5 pm with setup on my property starting no earlier than 6 pm on Thursday July 3<sup>rd</sup> and tear-down no later than Sunday afternoon. I assume the event organizers will have event insurance and my property will be left free of trash and debris. I support this effort fully and look forward to working with you on this event.

Thank you,

A handwritten signature in black ink, appearing to read "Jerry Glass", written over the printed name.

Dr. Jerry Glass

**Entertainment Event Permit – Rotary/Downtown Association**  
**4<sup>th</sup> of July “Street Faire”**

Planning	(See memo outlining conditions)
Building:	No conditions noted
Fire:	1. Permits required for outdoor cooking, tents, and membrane structures (\$196 charge per permit) 2. Inspection required for fire safety clearance (\$98.00 per hour for inspection) – estimate = 1 hour
Police:	No conditions noted
Finance:	1. Applicant must provide minimum liability insurance of \$1,000,000 and property insurance of \$500,000 naming the City, City employees, officials, and volunteers as additional insured. 2. Clean up deposit of \$500 3. If any of the vendors are not local businesses, they must apply for business licenses.
Recreation:  Mobile Stage = \$300 Total Cost	1. Recreation has no outside chairs available. 2. The mobile stage is to be used during the parade – to move to a different location would include staff time and set-up of approximately 2 hours for a total cost of \$100 (overtime = 4 hours @ \$25/per hour) PLUS Towing = \$200  Platforms (RCS could loan at no cost) vs. mobile stage

# MEMORANDUM

*Department of Planning, Recreation & Neighborhood Services*

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**To:** Gail Blalock, City Clerk  
**From:** Staci Pereira, Assistant Planner  
**Subject:** **Entertainment Event Permit - Rotary Club and Downtown Business Association July 4<sup>th</sup> Street Fair (Administrative Permit No. P-AD2003-8)**  
**Date:** June 5, 2003

The Planning Division has reviewed the Entertainment Event Permit for the July 4<sup>th</sup> Street Faire on Serra Way between South Main and South Abel Streets. This event is approved subject to the following conditions:

1. The event shall be conducted in a manner that pedestrian and vehicular traffic adjacent to event area are not impeded in any way. In addition, parking areas, handicap parking facilities, access and pathways shall not be obstructed.
2. Booths, stages, seats and other structures shall not obstruct pedestrian access and pathways within the enclosed event area.
3. Trash and recycling receptacles shall be provided and maintained throughout the event area.
4. On an on-going basis event operators and/or volunteers shall sweep and clean up all spills and fallen debris that result from the event.
5. Any signage associated with the event shall be temporary and not be displayed for a period more than fourteen (14) consecutive days. Upon cessation of the event all associated signage shall be removed and properly disposed of.
6. The one sound system indicated near the music stage shall not operate outside the hours of 12:00 PM and 5:00 PM, as proposed. The volume shall be maintained at a level that does not disrupt the neighboring residential community.



7. The event setup is limited from 8:00 AM to 7:00 PM. No setting up shall occur prior to the 8:00 hour and clean up and breakdown of all materials and structures associated with the event shall be removed by 7:00 PM and the street and properties involved restored to their previous condition.

<b>PRODUCER</b> Aon Risk Services, Inc. of Illinois 200 East Randolph Chicago IL 60601		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>PHONE - (866) 283-7122</b>		<b>FAX - (847) 953-5390</b>	
<b>INSURED</b> Rotary International Attn: Elaine Marin 1560 Sherman Avenue Evanston IL 60201-3698 USA		<b>COMPANIES AFFORDING COVERAGE</b>	
		COMPANY A	Great American Assurance Company
		COMPANY B	Westchester Fire Insurance Co
		COMPANY C	
		COMPANY D	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	GLP5746668	07/01/02	07/01/03	GENERAL AGGREGATE	\$1,500,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COM/OP AGG	\$750,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$750,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$750,000
	<input checked="" type="checkbox"/> SIR \$250,000				FIRE DAMAGE (Any one fire)	
	<input checked="" type="checkbox"/> LIQUOR LIABILITY				MED EXP (Any one person)	
	A				AUTOMOBILE LIABILITY	GLP5746668
<input type="checkbox"/> ANY AUTO	BODILY INJURY (Per person)					
<input type="checkbox"/> ALL OWNED AUTOS	BODILY INJURY (Per accident)					
<input type="checkbox"/> SCHEDULED AUTOS	PROPERTY DAMAGE					
<input checked="" type="checkbox"/> HIRED AUTOS	AUTO ONLY - EA ACCIDENT					
<input checked="" type="checkbox"/> NON-OWNED AUTOS	OTHER THAN AUTO ONLY:					
<input checked="" type="checkbox"/> SIR \$250,000	EACH ACCIDENT					
	GARAGE LIABILITY				AGGREGAT	
	<input type="checkbox"/> ANY AUTO					
B	EXCESS LIABILITY	CUS 225 830	07/01/02	07/01/03	EACH OCCURRENCE	\$5,000,000
<input type="checkbox"/> UMBRELLA FORM	AGGREGATE				\$5,000,000	
<input checked="" type="checkbox"/> OTHER THAN UMBRELLA FORM	Retained Limit Amount				\$10,000	
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTH-ER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT	
					EL DISEASE-POLICY LIMIT	
					EL DISEASE-EA EMPLOYEE	

#### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Subject to policy terms and conditions, all active Rotary clubs and districts (including Interact and Rotary clubs) located in the United States and its territories and possessions (including US Virgin Islands, Puerto Rico, North Mariana Islands, American Samoa and Guam) are insureds.

Rotary International 1560 Sherman Avenue Evanston IL 60201 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE <i>John R. Petrucci</i>